

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 5/03/2002
Department Name: General Services
Department No.: 063
Agenda Date: 06/18/2002
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ron Cortez
General Services Director

**STAFF
CONTACT:** Bobbie Overgaard, 884-6866

SUBJECT: Contractor on Payroll: Risk Management Division-- Justine Han

Recommendation(s):

That the Board of Supervisors approve the Professional Service Agreement with Justine Han as a contractor on payroll, to provide Workers' Compensation Claim Management and analysis for the County of Santa Barbara. This agreement will start effective 7/1/2002 and end no later than 6/30/2003 with a not to exceed cost of \$75,000.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

Executive Summary and Discussion:

The contract is to provide Risk Analyst functions in the process of administrating and managing workers' compensation claims for specific departments in the County. A copy of the current job description for Risk Analyst is attached as Exhibit B.

Ms. Han has been assisting with the duties as "Contractor on Payroll" during the last fiscal year. During that time, her expertise and experience in the management of workers' compensation claims has been very beneficial to the department. Due to the increasing regulatory demands, and increased communication with departments, maintaining the position is critical to meeting the quality and service standard desired by the division and departments.

Mandates and Service Levels: None

Fiscal and Facilities Impacts: The cost of this position has been included in the Recommended FY 2002-2003 Budget, Financial Services Division, Risk Management section, page D-346 of the Operating Plan. Funding for this position is derived from premiums assessed County departments for their Workers' Compensation costs.

Special Instructions:

Please send the second original of the fully executed signature page and one copy of the Minute Order to Bobbie Overgaard, General Services-Risk Management.

Concurrence:

Auditor
County Counsel
Risk Management